



**Job Announcement**  
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**Bi-lingual applicants encouraged to apply**

<b>Opening Date:</b>	May 14, 2015	<b>Closing Date:</b>	May 28, 2015
<b>Job Title:</b>	Courtroom Clerk	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	000871, 000858	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	District 6, Montgomery County Rockville, Maryland	<b>Grade/Entry Salary:</b>	J7 \$32,674 - \$38,760 (Depending on Qualifications)
<b>Financial Disclosure:</b>	No		

**Essential functions:** The Courtroom Clerk performs specialized clerical work at the advanced level in the District Court's criminal, traffic, or civil divisions. This position assists the judge in courtroom procedures such as with the docket, prepares/generates paperwork for the judges' and/or defendants' signatures, and reviews and completes dockets before returning them to the proper section of the District Court. In addition, the incumbent is responsible for assisting the judge in the maintenance, operation, and organization of the courtroom and is expected to resolve a variety of unprecedented or unusual problems. Work at this level is performed with considerable independence and is evaluated by a higher level supervisor for efficiency, effectiveness, timeliness, and compliance with procedures. The Courtroom Clerk also works overtime as needed and may be called in during emergencies (e.g. inclement weather conditions and staff shortages). Performs other duties as assigned.

**Education:** High School Diploma or GED

**Experience:** Three years of clerical experience to include:

- A) one year of experience working in a trial or appellate court *or*  
B) one year of experience in the fields of criminal justice, parole and probation, legal, or other related fields where knowledge of court procedures, rules, regulations, court and legal terminology is acquired.

**Preferred:** Proficiency in typing, data entry or word processing.

**Note:** Applicants may substitute education in any field from an accredited college or university for up to two years of the required *clerical experience* at the rate of thirty semester credit hours for each year of experience. In addition, applicants may substitute education in criminal justice, paralegal, judicial studies or related field from an accredited college or university for the required *court experience* at the rate of thirty semester credit hours for each year of experience.

**Skills/Abilities:** Knowledge of District Court procedures, rules, practices and regulations. Knowledge and understanding of the appropriate use of all District Court forms used in a courtroom. Knowledge of court and legal terminology. Knowledge of office practices and equipment. Ability to correctly interpret procedures, laws, rules, and regulations. Ability to work with significant time constraints and restrictive working conditions. Ability to remain poised in stressful and pressured situations. Ability to exercise independent judgement. Ability to handle multiple tasks, prioritize work and accept change in work priorities. Ability to understand and carry out complex instructions. Ability to pay attention to detail. Ability to organize work as received and produced. Ability to perform basic arithmetic to calculate fines and costs. Ability to work well with others in a team oriented environment. Ability to communicate effectively with staff, public officials and the general public. Ability to provide consistent, courteous service. Ability to use tact in responding to staff, public officials and the general public. Ability to operate a personal computer. Ability to maintain and use detailed filing systems. Ability to lift up to 25 lbs. Ability to sit for extended periods of time. Ability to work additional hours and emergencies outside normal work schedule. Ability to travel to Rockville & Silver Spring locations if needed. Ability to perform all essential functions of this position.

**All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted.)**

**Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Maryland Judiciary, HR Dept.  
580 Taylor Ave, Bldg. A1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodations for an interview should request this in advance. The selected candidate will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.